

Department of Agriculture
Worksheet for MFH Exterior Physical Standards

Project Name: _____ Servicing Official: _____

DIRECTIONS:

Use this worksheet to document findings and violations determined during exterior physical inspections.

In the first column, check to indicate either the failure frequency or the severity of the failure to meet the standard. Leave blank if okay.

The frequency is either

- isolated (i),
- a pattern (p), or
- widespread (w).

The severity is either

- low (l),
- medium (m), or
- high (h).

Number longer comments on an attachment for notes.

Attach pictures for additional evidence of problems.

To help determine the urgency of corrections, subject areas are coded:

** Serious health and safety problem.

* Major repair. (no star is minor repair).

The subject area coding is also used to assist in classifying the failure to meet the standard as either a finding or violation.

In the second column,

check to indicate if you consider the failure to meet the specified standard to be a finding (F) or violation (V).

A finding is a failure to meet a standard that should be corrected through routine procedures.

A violation is a finding that is a serious failure to meet a standard that must be corrected using the three servicing letters process.

In the third column,

check to indicate if the entire subject area is to be considered a finding (F) or violation (V).

Site Inspection

1 UTILITIES (from evidence or documentation received by the reviewer)

- ** The project has an adequate and safe water supply
- ** The project has functional and safe waste water disposal
- ** Project site is free of hazardous waste material

frequency / severity	F	V	F	V	F	V
do	<input type="checkbox"/>					
do	<input type="checkbox"/>					
do	<input type="checkbox"/>					

2 DRAINAGE AND EROSION CONTROL

- * Units, basement or crawl space are free of evidence that water has entered
- * Site drainage is safe and effectively protects the project from water damage
- Site is free of standing water for long periods of time
- Site is free from erosion evidence by deep ruts or removal of top soil

do	<input type="checkbox"/>					
do	<input type="checkbox"/>					
i o	<input type="checkbox"/>					
i o	<input type="checkbox"/>					

3 LANDSCAPING AND GROUNDS

- Lawns are periodically mowed
- Plants and shrubs are maintained and allow air to windows, vents and sills
- Recreation areas are maintained and safe
- Trash collection areas are adequately sized, screened and maintained

l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					

4 DRIVES, PARKING SURFACES AND WALKS

- Provide safe access and surfaces are free of holes and deterioration
- Holes or deteriorated areas are no larger than approximately 1 sq. ft. for every 10 sq. ft. of area
- Walks are free of changes in height (½ inch or greater) and deterioration

l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					

5 EXTERIOR SIGNAGE

- All signs including project, building, parking, unit number and informational are visible and well kept
- Project sign includes the name of the project
- Project sign contains rental contact information (phone number at a minimum)
- Project sign has equal housing opportunity logo/typ (house symbol and slogan) or slogan or statement

i o	<input type="checkbox"/>					
do	<input type="checkbox"/>					
do	<input type="checkbox"/>					
do	<input type="checkbox"/>					

6 FENCES AND RETAINING WALLS

- Fence lines are free of trash, weeds, vines and other vegetation
- Fence is free of holes, and damaged or loose sections
- The bases of all retaining walls are free of erosion
- Walls are promptly repaired to prevent additional damage
- Weep holes are cleaned out to prevent excessive pressure behind wall

i o	<input type="checkbox"/>					
i o	<input type="checkbox"/>					
i o	<input type="checkbox"/>					
do	<input type="checkbox"/>					
do	<input type="checkbox"/>					

7 DEBRIS AND GRAFFITI

- Project site is kept free of trash, litter and debris
- Common areas are kept free of litter, trash and debris
- Public walkways, walls of buildings, common areas are free of graffiti

l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					
l o	<input type="checkbox"/>					